

Greetham Burial Ground

Document 5

Funeral Process

When a funeral is being planned, the Funeral Director advises Greetham Parish Council via the Clerk that there is a request for a burial at the Greetham Parish Council Burial Ground. Greetham Parish Council must be advised in advance according to our current rules.

Funeral Director gives the Parish Clerk the date of the proposed funeral together with the name and details of the deceased including a residential address.

If a plot has previously been purchased, the Funeral Director will be advised of the plot number. If no pre purchase has been made, the cost of a plot will be quoted. There are different rates for single and double depth graves and sometimes a partner plot can be purchased for future use, adjacent to the one being purchased for the funeral.

If the deceased does not qualify as a Greetham Resident or cannot be proven to qualify by Greetham Parish Council burial ground rules, the charges for the plot will be according to our current rates for non-residents. These are shown on the Greetham Parish Council Burial Ground Fees and Charges (Document 2) which are reviewed annually.

To pre purchase a plot, the Clerk issues an invoice for the correct amount, according to the Greetham Parish Council Fees and Charges (Document 2) and includes the details of the person buying the plot, for whom the plot has been purchased and the plot number. This is then recorded in the Burial Book/File.

Generally, the plot position is issued in sequential order by the Parish Clerk and Parish Chairman, considering any special requests wherever possible. However, the final issue of plot position will be the Parish Clerk and Parish Chairman's decision. Once issued, the number will be entered in the Burial Book/File together with all the other required details. The plan of the burial ground is updated with these details.

The cost of the plot or plots is invoiced by Greetham Parish Council and sent to the Funeral Director, along with the Exclusive Right of Burial Form for signing by the purchaser. The invoice shows the plot number(s) and the deceased's details, and a record is held in the Greetham Parish Council Dropbox file. This amount should be paid prior to the funeral and the Responsible Financial Officer (RFO) will chase and collect the funds. It will be shown as an outstanding account on the Greetham Parish Council accounts until it is paid. If a plot has been purchased in advance, this invoicing is not necessary, as it will have been invoiced at the time of the purchase of the plot. In that case the Clerk will send a letter to the Funeral Director confirming the plot number and deceased's details, with no further charges made.

In all cases the Funeral Director provides a grave digger. The Parish Clerk or Parish Chairman will mark out the grave with small pieces of wood. Whenever possible, a member of the Greetham Parish Council or Parish Clerk will meet up with the Grave Digger at the Greetham Parish Council Burial Ground, to confirm the exact position of the grave. A copy plan can be sent to the Funeral Director to assist with the positioning of the grave, if a meeting is not possible. The rules relating to digging of a grave and spoil removal are all in the Greetham Burial Ground Rules and Regulations (Document 3) and Instructions to Funeral Directors (Document 4). There are also rules regarding size and placing of headstones in these instructions.

Before the funeral takes place, the Funeral Director should present a Green Card to the Clerk. The bottom half should be filled out by the Funeral Director, after the funeral, and returned to the relevant authorities. In some cases, despite being incorrect procedure, the card does not arrive before the funeral. In this case, the bottom half will have already been

sent off by the Funeral Director. A copy of the top half of the Green Card should be put on the Greetham Parish Council Dropbox and the original placed in the envelope provided with the Burial Book/File. A copy of all invoices to Funeral Directors should also be stored there. The Burial Book/File is kept in the locked Greetham Parish Council cupboard at the Greetham Community Centre.

An annual update of the Burial Book/File should be filed on the Greetham Parish Council Dropbox. The Annual Parish Council Meeting Agenda should have this action on its list of things to do annually, every May.

Under the new charges and rules dated 10 May 2023, there will be no further charges to pay, once a plot has been purchased. This also applies to plots purchased before this date, regardless of whether they have been used yet or not. No charges will be made for any placing of headstones, after this date, but the wording for headstones must be approved by the Parish Clerk before commencement.

A burial plot is bought with exclusive rights for 50 years in the name of a specific individual. If this plot remains unused after this period, it will be returned to the Burial Ground for re-issue. The exception for this is when the person who pre-purchased the plot is still alive. In that case the plot will be kept available to them until such time as they are deceased. No refund is available once a plot is purchased and only the person who is named in the Burial Book/File can be buried in the said plot. A very close relative may qualify to be buried instead but only at the discretion of the Parish Clerk and Parish Chairman.

A Holly Hedge has been planted to the West Boundary of the Burial Ground along the perimeter fence. This hedge will be trimmed once it reaches the height of the top of the fence. It is expected to take many years to grow that tall.

May 2026